

**CONSERVATION INNOVATION GRANTS**  
**FISCAL YEAR 2009 APPLICATION PACKAGE CHECK LIST**

- ☐ **1. Application Cover Sheet:** Complete Standard Form 424 (SF-424) Application for Federal Assistance
- ☐ **2. Project Summary Sheet:** (One page maximum, template available)
  - a. Project Title
  - b. Project Director name, contact information (including e-mail)
  - c. Names and affiliations of project collaborators
  - d. Project Purpose
  - e. Project Deliverables/Products
  - f. Project Scope/Area
  - g. Project Start and End Dates (Projects should plan to begin no earlier than October 1, 2009)
  - h. CIG National Component Category (Natural Resources, Chesapeake Bay, Technology, or Grant Leveraging)
  - i. Proposal Review Category (Water Quality-Livestock; Water Quality-Not Livestock; Water Quantity; Soils Resources; Atmospheric Resources; Grazing Land, Forest Health; Wildlife Habitat, and On-Farm Energy Efficiency)
  - j. Certification-Request for Federal Funds
- ☐ **3. One-Page Abstract:** (non-confidential summary describing the project and expected outcomes and benefits)
- ☐ **4. Project Description:** (15 pages maximum, double spaced, single sided, 12 point font)
  - a. Project narrative
  - b. Project background
  - c. Project objectives
  - d. Project methods
  - e. Location and size of project area (include a map if possible)
  - f. Producer participation
  - g. Project action plan and timeline
  - h. Project management
  - i. Benefits or results expected and transferability
  - j. Project evaluation
  - k. Environmental information and assessment of environmental impacts
- ☐ **5. Budget Information:** Submit a completed Standard Form 424A (SF-424a) Budget Information-Non-Construction Programs
- ☐ **6. Budget Narrative:** Submit a detailed budget narrative (maximum of 3 pages)

- ☐ **7. Declaration of Beginning Farmer or Rancher, Socially Disadvantaged Farmer or Rancher (Special Provisions):** If applicable, include a statement declaring your status as a Beginning Farmer or Rancher, Socially Disadvantaged Farmer or Rancher, or Community-based Organization representing these entities.
- ☐ **8. Declaration Environmental Quality Incentives Program (EQIP) Eligibility:** Include a statement indicating that the proposed project will involve EQIP-eligible producers. Applicants must make a declaration in writing that they, or parties involved in the project, are eligible for EQIP. (If EQIP eligible producers are not involved, the proposal will be considered ineligible.)
- ☐ **9. State Conservationist Letter of Review:** Include documentation showing that the proposal was sent and review by the State Conservationist(s)
- ☐ **10. Certifications:** Complete Standard Form 424B (SF-424b) Assurances-Non-Construction Programs
- ☐ **11. DUNS Number:** For information about how to obtain a DUNS number go to [www.grants.gov/RequestaDUNS](http://www.grants.gov/RequestaDUNS) or call 1-866-705-5711. Please note that the registration may take up to 14 business days to complete.
- ☐ **12. Required Central Contractor Registration (CCR) Registration:** Visit [www.ccr.gov](http://www.ccr.gov) to register.